



BOARD EFFECTIVENESS COMMITTEE TERMS OF REFERENCE

Category:	BOARD GOVERNANCE
Policy Number:	BG-11
Board Approval Date:	March 26, 2026

Objective:	This policy outlines the role and responsibilities of the Board Effectiveness Committee in its support of the work of the Board of Governors of Olds College (the "Board").		
Scope:	This policy applies to all Board-approved members of the Board Effectiveness Committee.		
Definitions:	Board Holism:		
Policy:	1.	The Board Effectiveness Committee supports the Board in maintaining and continually improving its governance function through the identification of areas for improvement, strengths, and weaknesses.	
	1.1	The Committee will ensure the Board functions in accordance with the principles of the Olds College Governance Model and meets all regulatory compliance requirements.	
	1.2	The Committee will facilitate the board member recruitment process and ensure that there are qualified candidates for Board positions to propose to the Board.	
		1.2.1	The Committee will maintain a "Board Matrix" based on member self-assessments to identify gaps to be addressed through the Board member recruitment process.
		1.2.2	Board member self-assessments will be completed annually which will be utilized to inform Board Committee appointments and the recruitment process.
	1.3	The Committee will facilitate a thorough orientation for new Board members.	
		1.3.1	The new member orientation process will provide a fulsome understanding of Board governance and policy processes as well as a high level understanding of the College entity.
	1.4	The Committee will lead the continuous improvement process for the Board.	
		1.4.1	The Committee will ensure that Board self-evaluation is conducted with results reported to the Board.



	1.5	With input from the Board and in conjunction with the External Relations Committee, the Committee will develop an annual internal Board Education Plan for submission to the Board for consideration of approval.
	2.	The Committee’s authority enables it to assist the Board in its work while not impeding Board holism.
	2.1	The Committee cannot change or contravene Board policies or instruct the President or any staff member, other than to request information required in the conduct of its duties.
	2.2	The Committee cannot spend or commit organization funds, other than those specifically allocated by the Board.
	2.3	Staff resource time for administrative support around meetings and support included in the Board’s education and Self-Evaluation Plan will be provided through the Board Secretary.
	3.	The Committee’s composition shall enable it to function effectively and efficiently.
	3.1	The Committee shall be composed of at least four Board members, including the Board Chair and the President.
	3.2	A Committee Chair shall be appointed by the Board Chair.
	3.3	Members shall be appointed for a one year term.
	Related Information:	BG-10 Role and Use of Board Committees
Related Procedures:		
Review Period:	3 years	
Revision History:	NEW: January 2025 Revised: December 2025 Revised: March 2026	